

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL**

STANDARD OPERATING PROCEDURE

X. DELEGATION OF CLASSIFICATION AUTHORITY

A. Purpose

The purpose of this SOP is to outline guidelines and procedures for taking classification action under delegated authority.

B. Scope

This SOP refers to delegation of authority for classification of individual partially exempt and classified positions.

C. Authority

AS 39.25.150(23)--Delegation
2 AAC 07.930--Personnel Duties

D. Delegation of Authority

Delegation of authority is specific to the human resources manager. Delegation may be extended beyond the human resources manager by written agreement with the Director of the Division of Personnel. New managers may request delegation upon their appointment.

E. Reporting Classification Actions

Requirements for reporting classification actions accomplished by department classifiers under delegated authority are summarized below.

1. The following must be included as a complete package to effect action under delegated authority.
 - a. The Position Description (PD). The gray blocks on the front of the PD must be completed and signed by the person with authority or delegee. (See SOP 07-II.)
 - b. An organization chart. (See SOP 07-II.)
 - c. An updated FLSA work sheet for positions for which the department is claiming an exemption for overtime. (See SOP 07-VII.)
 - d. The allocation memorandum when required. (See SOP 07-V).

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2. The classification action taken must be in conformity with the department's delegated authority.
3. The effective date must be in conformity with standard practices. (See SOP 07-V.)
4. Classification actions must be in conformity with departmental budgetary guidelines. (See SOP 07-IV.)

F. Position Transfer

Delegation of authority for position transfer includes delegation of final authority to transfer vacant positions and for filled positions when the incumbent has voluntarily consented to the transfer. Authority is not delegated to approve transfers for the good of the service. Guidelines and procedures for informing the Division of Personnel are included in SOP 07-IV.

G. Flexible Staffing

Delegation of authority for flexible staffing includes final authority for reclassifying positions per flexible staffing agreements. Actions may be effective as specified in SOP 07-V. Guidelines and procedures are included in SOP 07-VIII.

H. Classification Actions Not Delegated

The following actions are **not** included within the delegated authority.

1. Changes in bargaining unit. Initial reviews may be done by departmental human resources staff, but the Division of Personnel initiates union concurrence and takes action. (See SOP 07-VI.)
2. Change of service. (See SOP 07-IX.)
3. Establishing or revising job classes including class specifications, and job category designation.
4. Approving the establishment of unique and unusual circumstances for positions.

Delegation of Classification

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- I. Procedures for Classification Actions Received by the Division of Personnel
 1. Position classification actions submitted under delegated authority may be reviewed for completeness of package, and to assure that action taken is within delegated authority.
 2. Bargaining unit changes will be processed by the Division of Personnel.
 3. Delegation may be curtailed or rescinded if at any time it is found that the integrity of the personnel system is compromised or that actions are not in keeping with requirements set forth in this or other SOP. Classification actions will be subject to quality assurance reviews. If such a review shows incorrect actions, the classifier may be required to attend additional training. The department may also be required to alter the classification action. Departmental classifiers may be asked to cooperate in review of the classification actions of other departments.

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